



JOB TITLE	DEPARTMENT	REPORTS TO
Transition Specialist (Grant Funded – Title I Neglected & Delinquent Part D)	Title I	Coordinator of Title I

<b>Position No:</b> 63010	<b>Length of Work Year:</b> 11 Months
<b>Salary Schedule:</b> IN11	<b>Date Approved:</b> 8/23/11
<b>FSLA:</b> Exempt	<b>Date Revised:</b>

JOB GOAL
To develop and coordinate transition programs for students.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. Bachelor's degree or higher</li> <li>2. Minimum three (3) years teaching experience</li> <li>3. Valid Florida Certification; Certification in Guidance Counseling preferred.</li> <li>4. Ability to perform the functions of the position.</li> </ol>

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. To implement procedures related to Federal and State regulations of the transition process.</li> <li>2. To promote and secure job development activities for students.</li> <li>3. To coordinate activities related to mandated Individual Education Plan development for students regarding transition.</li> <li>4. To develop successful transition programs for neglected and delinquent students.</li> <li>5. To serve as the liaison between the school system and the provider agencies and coordinates activities with those agencies.</li> <li>6. To assist families in developing formal and informal networks of support during and after the transition from high school to the adult community.</li> <li>7. To communicate with parents regarding services available to meet the educational, health, behavior, and mental health needs of students.</li> <li>8. To establish close relationships with principals, teachers, counselors, school psychologists, and other school personnel as well as community agencies to facilitate planning and coordinating to meet the needs of students.</li> <li>9. To attend intake meetings for students returning from residential Department of Juvenile Justice (DJJ) programs.</li> <li>10. To meet with re-entry counselors</li> <li>11. To provide career counseling.</li> <li>12. To attend exit meetings to gather pertinent student information.</li> <li>13. To review records to determine appropriate placement.</li> <li>14. To interpret comprehensive information about each student.</li> <li>15. To serve as a liaison for special services that students may require.</li> <li>16. To perform assigned tasks in a timely and efficient manner.</li> <li>17. To perform assigned tasks with a high standard of quality.</li> <li>18. To perform other tasks and duties and assume other responsibilities as assigned by the supervisor.</li> </ol>

PHYSICAL DEMAND CLASS:
Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.